EMPLOYER PENSION TRAINING

The Division of Pensions and Benefits presents employer training for Certifying Officers and other personnel responsible for the administration of pension and benefits at employing locations. All training is designed to include recent changes to administrative rules, state and federal laws, and is offered exclusively through live Webinars hosted by GoToMeeting.

Space is limited, so register today!

Register at: *http://www.nj.gov/treasury/pensions/training-intro.shtml*

PENSION RESOURCES FOR THE EMPLOYER

This employer training session is an employer's guide to pension resources and is designed to assist anyone working in a payroll or benefit administration position. The webinar covers access to the online Employer Pensions and Benefits Administrative Manual (EPBAM), archived Certifying Officer letters, handbooks, fact sheets, retirement resources, online user's guides, and other important links available on our Web site. The webinar is approximately 20-25 minutes in duration and includes a Q&A period.

Webinars

Date	Time
Monday, March 13, 2017	2:00 P.M.
Monday, March 20, 2017	11:00 A.M.
Wednesday, March 22, 2017	10:00 A.M.
Thursday, March 30, 2017	10:00 A.M.
Wednesday, April 5, 2017	11:00 A.M.
Thursday, April 27, 2017	11:30 A.M.
Thursday, May 11, 2017	10:00 A.M.

COBRA WHEN, WHY & HOW?

This employer training session is designed for anyone in benefit administration or responsible for maintaining their location's health benefits under the State Health Benefits Program (SHBP) or School Employees' Health Benefits Program (SEHBP). The webinar focuses on guidelines to follow when a COBRA offering is due for an employee or their eligible dependent. The training defines COBRA and outlines the qualifying events for eligibility. We review the mandated timeframes, payment processing, and required mailing procedures under the federal guidelines. The webinar is approximately 15-20 minutes in duration and includes a Q&A period.

Webinars

Date	Time
Thursday, March 16, 2017	10:00 A.M.
Friday, March 31, 2017	11:00 A.M.
Monday, April 10, 2017	9:00 A.M.
Tuesday, May 2, 2017	10:00 A.M.

INTERNET REPORT OF CONTRIBUTIONS (IROC) TRAINING

This employer training is designed for anyone in payroll or benefit administration who is responsible for completing the quarterly pension *Internet Report of Contributions* or IROC. Whether you are brand new or a seasoned administrator, we are sure that you will benefit from this training. Enrollment is limited. Please keep in mind that these are **NOT** a substitute for the enrollment training required by Chapter 52 P.L. 2011. The webinar is approximately two hours in duration and includes a Q&A period.

Webinars

Date	Time
Tuesday, March 14, 2017	9:30 A.M.
Wednesday, March 29, 2017	9:30 A.M.
Monday, April 24, 2017	10:00 A.M.
Thursday, May 25, 2017	10:00 A.M.

IROC QUICK TIPS

This employer training session is designed as a review for those who have recently completed the more comprehensive IROC training or who have experience completing the IROC but need to refresh their IROC knowledge. Topics include adding and deleting members from the IROC and particulars to be mindful of when making such changes. We examine the IROC reconciliation page and how to use it to complete your IROC submission. Also included is an overview of the Transmittal Electronic Payment System (TEPS), how to make changes in TEPS, and how to find help regarding TEPS payment issues. The webinar is approximately 15 to 20 minutes in duration and includes a Q&A period.

Webinars

Date	Time
Monday, March 20, 2017	10:00 A.M.
Friday, March 31, 2017	10:00 A.M.
Wednesday, April 5, 2017	9:30 A.M.
Wednesday, April 19, 2017	10:00 A.M.
Thursday, May 4, 2017	10:00 A.M.

COMPLETING CERTIFICATIONS

This employer training session is designed for anyone responsible for submitting certifications through the Employer Pensions and Benefits Information Connection (EPIC). The webinar focuses on Purchase, Withdrawal, and Death Certifications. We review each certification question line-by-line and discuss additional documentation that may be needed by the Division once the certification is submitted. The webinar is approximately 20-25 minutes in duration and includes a Q&A period. (For Retirement Certifications, please attend Pension Processing Part 1 and/or The Employer's Role When a Member Retires.)

Webinars

Date	Time
Thursday, March 16, 2017	11:00 A.M.
Wednesday, March 22, 2017	11:00 A.M.
Thursday, March 30, 2017	11:00 A.M.

Completing Certifications Continued	
Wednesday, April 5, 2017	10:00 A.M.
Wednesday, April 19, 2017	11:00 A.M.
Thursday, May 4, 2017	11:00 A.M.

LOCAL GOVERNMENT EMPLOYER TRAINING

PENSION PROCESSING for Local Government Employers — Part 1

Enrollments Overview, Benefits Overview, and Online Systems: This employer training session covers enrollment rules and procedures for PERS, PFRS, and DCRP and presents a brief overview of the benefits of each of the plans. We introduce the Employer Pensions and Benefits Information Connection (EPIC) where employers can access employees' pension account information for processing and inquiry. We also introduce the Member Benefits Online System (MBOS), which allows employees and retirees to access their own accounts. **RECOMMENDED ADDITIONAL TRAINING: Pension Processing - Part 2; and Internet Report of Contributions (IROC).** Please keep in mind that these are **NOT** a substitute for the enrollment training required by Chapter, 52 P.L. 2011. The webinar is approximately 1 1/2 hours in duration and includes a Q&A period.

Webinars

Date	Time
Tuesday, March 7, 2017	10:00 A.M.
Tuesday, April 25, 2017	9:30 A.M.
Tuesday, May 23, 2017	10:30 A.M.

PENSION PROCESSING for Local Government Employers — Part 2

**Employer Responsibilities, Pension Processing/Employer Pension Information Connection (EPIC):
PREREQUISITE: Pension Processing Local Government - Part 1.** This employer training session provides training on the employer's responsibility in the pension and benefit process including purchase of service credit, loans, retirement, health benefits, withdrawals, death claims, and how to use the Employer Pensions and Benefits Information Connection (EPIC) for these tasks. This training also includes a brief introduction to the Internet Report of Contributions (IROC). **RECOMMENDED ADDITIONAL TRAINING: Internet Report of Contributions (IROC).** Please keep in mind that these are **NOT** a substitute for the enrollment training required by Chapter 52, P.L. 2011. The webinar is approximately 2 1/2 hours in duration and includes a Q&A period.

Webinars

Date	Time
Monday, March 13, 2017	9:30 A.M.
Friday, April 28, 2017	9:30 A.M.
Wednesday, May 24, 2017	9:30 A.M.

LOCAL EDUCATION EMPLOYER TRAINING

PENSION PROCESSING for Local Education Employers — Part 1

Enrollments Overview, Benefits Overview, and Online Systems: This employer training session covers enrollment rules and procedures for PERS, TPAF and DCRP and presents a brief overview of the benefits of each of the plans. We introduce the Employer Pensions and Benefits Information Connection (EPIC) where employers can access employees' pension account information for processing and inquiry. We also introduce the Member Benefits Online System (MBOS), which allows employees and retirees to access their own accounts. **RECOMMENDED ADDITIONAL TRAINING: Pension Processing - Part 2; and Internet Report of Contributions (IROC).** Please keep in mind that these are **NOT** a substitute for the enrollment training required by Chapter 52, P.L. 2011. The webinar is approximately 2 hours in duration and includes a Q&A period.

Webinars

Date	Time
Wednesday, March 1, 2017	10:00 A.M.
Wednesday, April 26, 2017	9:30 A.M.
Monday, May 22, 2017	9:30 A.M.

PENSION PROCESSING for Local Education Employers — Part 2

Employer Responsibilities, Pension Processing/Employer Pension Information Connection (EPIC):
PREREQUISITE: Pension Processing Local Education - Part 1. This employer training session provides training on the employer's responsibility in the pension and benefit process including purchase of service credit, loans, retirement, health benefits, withdrawals, and death claims and how to use the Employer Pensions and Benefits Information Connection (EPIC) for these tasks. This training will also include a brief introduction to the Internet Report of Contributions (IROC). **RECOMMENDED ADDITIONAL TRAINING; Internet Report of Contributions (IROC).** Please keep in mind that these are **NOT** a substitute for the enrollment training required by Chapter 52, P.L. 2011. The webinar is approximately 2 1/2 hours in duration and includes a Q&A period.

Webinars

Date	Time
Monday, March 13, 2017	9:30 A.M.
Friday, April 28, 2017	9:30 A.M.
Wednesday, May 24, 2017	9:30 A.M.

STATE DEPARTMENT/AGENCY EMPLOYER TRAINING

PENSION PROCESSING for State Employers — Part 1

Enrollment Overview, Benefits Overview, Employer Responsibilities and Online Systems: This employer training session covers enrollment rules and procedures for PERS, TPAF, PFRS, and DCRP and presents a brief overview of the benefits of each of the plans. We introduce the Employer Pensions and Benefits Information Connection (EPIC) where employers can access employees' pension account information for processing and inquiry. We also introduce the Member Benefits Online System (MBOS), which allows employees and retirees to access their own accounts. **RECOMMENDED ADDITIONAL TRAINING: Pension Processing - Part 2**. Please keep in mind that these are **NOT** a substitute for the enrollment training required by Chapter 52, P.L. 2011. The webinar is approximately 1 1/2 hours in duration and includes a Q&A period.

Webinars

Date	Time
Thursday, April 27, 2017	9:30 A.M.

PENSION PROCESSING for State Employers — Part 2

**Employer Responsibilities, Pension Processing/Employer Pension Information Connection (EPIC):
PREREQUISITE: Pension Processing State Employers - Part 1.** This employer training session provides training on the employer's responsibility in the pension and benefit process including purchase of service credit, loans, retirement, health benefits, withdrawals, and death claims and how to use the Employer Pensions and Benefits Information Connection (EPIC) for these tasks. Please keep in mind that these are **NOT** a substitute for the enrollment training required by Chapter 52 P.L. 2011. The webinar is approximately 2 1/2 hours in duration and includes a Q&A period.

Webinars

Date	Time
Monday, March 13, 2017	9:30 A.M.
Friday, April 28, 2017	9:30 A.M.
Wednesday, May 24, 2017	9:30 A.M.

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